

Classification: Contract Specialist (Procurement Analysis) (Supv), YA-1102-03**Local Title:** Associate Director for Policy and Systems**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Acquisition Center3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Kim D. Denver**Title:** Principal Assistant Responsible for Contracting**Signature:** //S// **Date:** 02 Apr 2007**Higher Supervisor or Manager:****Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake**Title:** Program Executive Officer**Signature:** //S// **Date:** 4/2/07

FLSA:	Exempt	BUS Code:	8888
Drug Test:	No	Emergency Ess:	No
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status:	
Reason for Submission:	New Position	Subject to IA:	
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID:	14
Acq Posn Category:	C	CAPL Number:	
Acq Career Level:	3	Acq Posn Type:	2
Acq Special Asgmt:	F	Acq Prog Ind:	
Career Spec – Primary:	4	Career Spec – Sec:	2
Cont Job Site:		Mobility:	
Financial Disclosure:	[] Public Financial	[X] Confidential Financial	
[X] Supervisor	[] Manager	[] Neither	
Citation 1: USOPM PCS for Contracting Series, GS-1102, TS-71, December 1983			
Citation 2: Federal Register, Volume 70, No.210, November 1, 2005			

Position Requirements Document

I. Organization information:

Position is located in the Acquisition Center of the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Contract Specialist (Procurement Analysis)(Supv), YA-1102-03

III. Duties:

1. Serves as the Associate Director for Policy and Systems for the PEO STRI Acquisition Center responsible for the analysis and evaluation of contracting matters and the initiation, development, and recommendation of contracting policies, procedures and controls and their impact on or application to a variety of projects located throughout the contracting offices of the Acquisition Center. Acts as alternate technical advisor to the HCA. May serve as the acting PARC in the absence of the PARC.
2. Reviews, analyzes, and evaluates issues and briefs recommendations/guidance concerning contracting policies and procedures relative to complex procurements to PEO STRI contracting managers and PMs. Contracting policies and procedures are relative to various services and supply procurements.
3. Participates in the development of policy as a representative to special task groups within DASA (P&P) and within PEO STRI. Develops position papers relating to various phases of contracting.
4. Leads in the development of acquisition policy through coordination with Associate Director for Contracting Operations, PARC and DASA (P&P) and other contracting offices. Develops and distributes staff plans, policies, regulations, and guidance for implementation by the Acquisition Center. Compiles, prepares, and submits various statistical and all other reports to the PARC and DASA (P&P) as requested. Large majority of reports are unique, one-of-a-kind requests requiring development of ad hocs to the SPS system to retrieve requested data.
5. Ensures policies and processes are complied with in the contracting activity and all contractual actions performed are within applicable guidance. Will provide feedback to ensure management awareness of systemic problems and lessons learned feedback to the workforce.

6. Develops, updates and conducts training for contracting workforce to ensure compliance with applicable policy and processes. Develops, updates, and conducts training in best acquisition practices across the workforce to ensure an effective and efficient level of acquisition support for the Warfighter.

7. Provides advice and guidance on contracting matters to project and technical managers and contracting officers and their respective team members. Reviews reports of PEO and Inspector General inspections, audits and internal reviews and recommends staff actions necessary to resolve problems, eliminate deficiencies, and improve overall operation of the procurement program. Prepares staff reports and recommendations concerning the Center's acquisition performance.

8. Reviews, analyzes, and proposes the Center's position on significant technical policy, administrative, or controversial matters pertinent to the acquisition mission and provides guidance to managers and staff. Resolves differences of opinions arising between and among procurement agencies on matters arising from interpretation or application of policy and directives. Performs technical audit and review of selected active contracts. Provides technical contracting advice as required. Develops Acquisition Center policies and procedures, Command Management Review data, and other official inquiries and inspections pertaining to the Acquisition Center. Prepares reports and replies on such actions as inquiries concerning Defense Contract Audit Agency audits. Responsible for compiling, preparing, and submitting statistical and all other mandatory reports.

Performs other duties as assigned.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks

and barriers to production, promote team building or improve business practices.

Critical Acquisition Position

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex projects/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level management. Prepares, reviews, and approves major reports or policies for the organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plans to acquire and allocate resources. Optimizes, controls, and manages across all projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.

Knowledge of Federal, Department of Defense, and Army contract and procurement principles, regulations, and rules.

Knowledge of negotiation techniques.

Knowledge of related disciplines and functions involved in the acquisition process, such as design/systems engineering,

integrated logistics support, reliability and maintainability, and financial management, and their interrelationships with the contracting specialization.

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users.

Ability to communicate orally and in writing.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere.

Ability to manage a medium to large organization.

Ability to stratify resources against approved programs, to plan, present, and execute budgets, to analyze impacts on programs, and to forecast long-term funding requirements.

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives.

Ability to supervise and lead others.

Ability to lead change by developing innovative acquisition techniques, policies, and procedures based on thorough analysis of acquisition laws and regulations.